

Upton Cemetery Commission

Meeting Minutes

Date: 3-11-2021, 2-2:3PM

Present:

Bob Pray – Chair

Glenn Fowler – member

Ed Phillips – Secretary

Derek Brindisi – Town Manager

Kelly McElreath – Town Clerk, gotomeeting manager

Agenda Items

- Review and approve minutes of last meeting – Glen and Bob approved the minutes and they will be forwarded to Kelly for posting.
- Maplewood Cemetery update –
 - Ed reviewed the status of updating the Maplewood Records on the Microsoft Access database, discussed with the board various quotes for roadway improvements, irrigation system upgrade and tree removal from various parts of the property. The new updated database, along with fully digitized deeds, will be imported to the town database as soon as tomorrow.
 - Ed also reported he has updated or created a lot layout for each section of the existing cemetery, and also for the field and pine forest sections in an effort to estimate the total number of lots/graves that the property will produce. He also created a spreadsheet calculating the historical number of lot/grave sales by decade, the total number of burials by decade, and the number of cremation burials by decade, both for Lakeview as well as Maplewood. A book was also

created for Maplewood Association to use for lot sales for the upcoming year.

- The question was asked if all of Maplewood's records, i.e., deed books, interment book, burials books, could be moved from Russ Wood's house to the town hall for storage in our file cabinet in order to secure them in a fireproof location. Both Glenn and Bob agreed this was acceptable.
- It is also hoped the Maplewood trustees will meet in the next month to comply with the requests laid out to them in our letter which they received in January including a formal letter requesting the Town take over their property.
- Status of Cemetery Software RFP.
 - Due date for the bid was March 10th and Derek stated we have received 4 bids which will be made available to the board for review. The goal is to narrow the bids to 2 for further review and discussion. He suggested the bids be rated by us based on the rating system described in the RFP.
 - Bob asked if the bid time could be extended to allow for Cemnify to respond. It was generally agreed that since they had adequate time to respond but did not, that they should not be allowed an extension.
- RFP for Columbarium –
 - Derek stated he preferred to wait until the software RFP above has been dealt with before proceeding with the Columbarium RFP.
 - Glenn noted that he had a customer request a slot in a Columbarium just this week. This was probably the first request we've received.
- Review Price data for burials, lot sales, and weekend upcharges –

- Bob reports he has begun gathering cost data from surrounding towns in an effort for us to review and possibly revise our cost structure for lot sales, grave openings and weekend overtime rates. He says he should have this compiled by next week and will advise us at that time. He is also gathering procedural information from these cemeteries so we can review and discuss.
- Review Recent Sales, burials and sign deeds
 - Glenn noted have been a couple requests for lots in the past week.
- Cemetery cost/expenses for Town report for 2020 –.
 - Update – Glenn has been asked to review the data and provide the treasurer with a report on lot sales, burials, and monies received in a format that can be used going forward. Glenn noted he has the request and will work on it as time permits.